

WARWICK TOWNSHIP
Board of Supervisors' Public Meeting Minutes
September 19, 2022

Members Present: John W. Cox, Vice Chair
Edward P. Thompson, Jr., Member

Members Absent: Judith A. Algeo, Esq., Chair

Others Present: Becki Wilhelm, Assistant Township Manager
Mark Goldberg, Chief of Police
Dan Sharapan, Director of Parks & Recreation
Mark Rambo, Director of Public Works
Robert Gourley, Assistant Director of Public Works
Brandy Mckeever, Director of Planning & Zoning
Michael Martin, Esq., Township Solicitor
Michele Fountain, P.E., Township Engineer
Skye Sorresso, Assistant to the Manager

CALL TO ORDER:

The Warwick Township Board of Supervisors' September 19, 2022, public meeting was called to order at 6:59 p.m. by John Cox, Vice Chair, who then led attendees in the Pledge of Allegiance.

EXECUTIVE SESSION:

The Board of Supervisors met to discuss matters of litigation and personnel.

APPROVAL OF MINUTES:

→ *Monday, August 15, 2022, Board of Supervisors' Meeting Minutes*

Motion by Mr. Thompson to approve the August 15, 2022, Board of Supervisors' Meeting Minutes.

Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

ANNOUNCEMENTS:

Ms. Wilhelm reminded everyone that the 2022 Scarecrow Showdown and Costume Donation Vault will run October 3rd through October 10th. The Township will also host a free paper shredding event at Guinea Lane Park on October 8th from 10am to 12pm. The 2022 Halloween Happening will be held at Warwick Community Park on October 27th from 5:30pm to 7:30pm. For information on all four of these events, please visit warwickrec.com or contact Parks and Rec Coordinator, Erin Long.

CITIZEN COMMENT:

Ms. Christina Tafel of Dark Hollow Road addressed the Board regarding a fire at Spark Industries that occurred over Labor Day weekend. She expressed her concerns regarding the businesses' fire suppression system and the risk posed to neighboring properties. Mr. Cox thanked Ms. Tafel for bringing her concerns before the Board and agreed to relay the information to the Township Manager and staff.

MANAGER'S REPORT:

→1. LD 22-01: 1547-1549 Campus Drive, LLC (Lots 19 & 21, Warwick Business Campus) – To Consider Preliminary Plan Approval

Ms. Wilhelm provided a brief introduction to the project. On June 2, 2022, the Township received a preliminary plan submission for 1547 – 1549 Campus Drive LLC. The applicant proposes to construct a 24,960 square foot H16 Flex Space building for warehousing on Lots 19 and 21 of the Warwick Business Campus. The applicant received variances from the Zoning Hearing Board for access drive, parking, and buffer. On July 13th, 2022, the applicant presented their preliminary plan to the Planning Commission. The Commission recommended granting conditional preliminary approval. Conditions included compliance with the review letters and a 75% fee-in-lieu of sidewalk installation.

Mr. Eric Clase, applicant engineer, thanked Ms. Wilhelm for the introduction. He explained that the CKS and Staff review letters dated September 12th, 2022, were 'Will Comply'. Mr. Clase asked the Board to consider granting preliminary and final approval due to the minor nature of the remaining comments.

Mr. Cox and Mr. Thompson found no issue with conditional approval of Mr. Clase's request, contingent upon the applicant's willingness to pay both preliminary and final plan approval fees, compliance with the review letters, and compliance with any final approval items identified by staff and CKS Engineers.

Mr. Thompson inquired about the project's proposed use. Ms. Fountain clarified that it would be utilized only for a Flex Space Use.

Mr. Thompson also inquired about the use of the proposed covered storage area. The applicant, Mr. Hilbert, explained that the area would be used to store several trucks and a tractor.

Motion by Mr. Thompson to grant preliminary/final plan approval to LD 22-01: 1547-1549 Campus Drive, LLC (Lots 19 & 21, Warwick Business Campus), subject to the following conditions:

- 1. Compliance with the CKS Engineers Review Letter dated September 12, 2022.**
- 2. Compliance with the Staff Review Letter dated September 12, 2022.**
- 3. Compliance with the Ebert Engineering Letter dated August 18, 2022.**
- 4. Payment of Preliminary and Final Plan Approval Fees.**
- 5. Compliance with all Final Plan Review comments as identified by Township Staff and CKS Engineers.**

Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.
Motion passed unanimously.

→ 2. 2023 Capital Projects Presentation – For Review

Ms. Wilhelm presented the 2023 Capital Projects.

In 2023, the Planning and Zoning Department proposes to upgrade the existing BS&A Software for an estimated \$15,000.

The Administration Department proposes the completion of three (3) projects, including replacement of the building gutters, downspouts, and copy/breakroom flooring. The combined estimated cost of the proposed projects is \$17,000.

The Police Department proposes to upgrade their Mobile Data Terminals with Dell Tablets and complete required accreditation renovations. These renovations include securing the main evidence storage room, adding a roof to the garage evidence area, and installing a handcuff bench and workstation in the processing room. These projects and purchases total an estimated \$47,000.

The Public Works Department proposes the completion of six (6) projects, including replacement of the Public Works Building roof, repair of Valley Road Bridge, replacement of a culvert along Old York Road, retrofit of the Stover Mill Basin, engineering for stabilization of Walton Road, and construction of sidewalks along two portions of York Road. The Public Works Department also proposes to replace an existing 2004 20,000-pound-capacity trailer with a 2023 50,000-pound-capacity trailer. The combined estimated cost of the proposed projects and purchases is \$860,000.

The Parks and Recreation Department proposes the completion of five (5) projects, including replacement of the lobby and community room floors, paving of the Moland House parking lot, and refinishing of the Community Park basketball courts. The Parks and Rec Department also proposes to upgrade the existing splashpad utilizing a fifty-five matching grant. The combined estimated cost of the proposed projects is \$260,000.

Several projects are proposed to utilize funds received through the American Rescue Plan Act (ARPA), including the Guinea Lane Park Project (90' baseball field, pickleball courts, associated stormwater management), replacement of a portion of the Community Park playground, and replacement of the Warwick Greene playground. The combined estimated cost of the proposed projects is \$910,000.

The proposed 2023 Road Program includes:

- Heritage Drive (Meyer Wy to Meyer Wy)
- Hampton Drive
- Ticonderoga Drive (Meyer Wy to Heritage Dr)
- Hale Circle
- Allen Circle
- Ramblewood Lane (Ash Ln to Brook Ln)
- Forestdale Circle
- Brook Lane (Cross over Turkey Trot – Sunrise Wy to Ramblewood Ln)
- Hawthorne Circle
- Heather Circle
- School Road
- Crocker Lane
- Deer Run Drive (York Rd to Sawgrass Dr)

Motion by Mr. Thompson to approve the 2023 Capital Projects for inclusion in the 2023 Budget. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ 3. RES 2022-14: MMO for Non-Uniformed Employees' Pension Fund – To Consider Adoption

Ms. Wilhelm presented RES 2022-14: MMO for Non-Uniformed Employees' Pension Fund. She explained that, if approved, the resolution would establish the Township's 2023 minimum municipal obligation for the non-uniformed employees' pension fund in the amount of \$17,963.

Motion by Mr. Thompson to adopt RES 2022-14: MMO for Non-Uniformed Employees' Pension Fund. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ 4. RES 2022-15: MMO for Police Pension Fund – To Consider Adoption

Ms. Wilhelm presented RES 2022-15: MMO for Police Pension Fund. She explained that, if approved, the resolution would establish the Township's 2023 minimum municipal obligation for the police employees' pension fund in the amount of \$467,128.

Motion by Mr. Thompson to adopt RES 2022-15: MMO for Police Pension Fund. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ 5. *RES 2022-16: MMO for Non-Uniformed Employees' Direct Contribution Plan – To Consider Adoption*

Ms. Wilhelm presented RES 2022-16: MMO for Non-Uniformed Employees' Direct Contribution Plan. She explained that, if approved, the resolution would establish the Township's 2023 minimum municipal obligation for the non-uniformed employees' defined contribution plan in the amount of \$67,860.

Motion by Mr. Thompson to adopt RES 2022-16: MMO for Non-Uniformed Employees' Direct Contribution Plan. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ 6. *RES 2022-17: OPEB Fund Establishment – To Consider Adoption*

Ms. Wilhelm presented RES 2022-17, establishing a separate fund to address the Township's post-retirement health insurance obligation. She noted that the liability was currently held in the General Fund where it collects little interest and causes a false sense of usable fund balance. She recommended assigning the Financial Advisory Committee the task of recommending an assumed interest rate.

Motion by Mr. Thompson to adopt RES 2022-17: OPEB Fund Establishment. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ 7. *RES 2022-18: Opposition of BCWSA Sale to Aqua PA – To Consider Adoption*

Ms. Wilhelm presented RES 2022-18, opposing the sale of Bucks County Water and Sewer Authority assets to Aqua Pennsylvania. She noted that, while the sale seems unlikely, the resolution would reaffirm the Township's opposition. Historically, private acquisition of water and sewer authorities has resulted in substantial increases in rates for those essential services. Warwick Township has twelve (12) homes on Guinea Lane that could be negatively impacted by the sale.

Motion by Mr. Thompson to adopt RES 2022-18: Opposition of BCWSA Sale to Aqua PA. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ 8. *2022-2023 Bucks County Consortium Salt Bid – To Consider Award*

Ms. Wilhelm presented the 2022-2023 Bucks County Consortium Salt Bid for award. She explained that Morton Salt had submitted the lowest bid at \$67.76 a ton delivered or \$67.00 a ton for pick-up. The lowest bid increased by \$9.80 a ton from the previous year's bid. Ms. Wilhelm recommended award of the 2022-2023 Salt Bid to Morton Salt, Inc.

Motion by Mr. Thompson to award the 2022-2023 Bucks County Consortium Salt Bid to Morton Salt, Inc. at \$67.76/ton delivered and \$67.00/ton undelivered. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ 9. *2022-2023 Snow Bid – To Consider Authorization to Advertise*

Ms. Wilhelm presented the 2022-2023 Snow Removal Bid for advertisement. She explained that if authorized, the bid could be awarded at the November meeting.

Motion by Mr. Thompson to authorize advertisement of the 2022-2023 Snow Bid.

Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ *Treasurer's Report: August 2022*

For the month of August 2022, revenues outpaced expenditures by \$472,211.

Real Estate Transfers posted \$82,286 and Building Permits posted \$16,083. Earned Income Tax posted \$535,299 and Local Service Tax posted \$43,609.

Fund balances for August 2022 are as follows, subject to audit:

General Fund	\$	13,939,036
Firehouse and Equipment	\$	689,148
Road Machinery	\$	1,266
Federal Grant- ARPA	\$	464,050
General Obligation / Sinking Fund	\$	2,609
Capital Projects Fund	\$	348,457
Highway Aid Fund	\$	166,685
Parks and Recreation	\$	682,595
Parks and Recreation Capital Fund	\$	535,289
Capital Reserve	\$	<u>233,685</u>
Total	\$	<u>17,062,820</u>

Motion by Mr. Thompson to approve the Treasurer's Report for August 2022, subject to audit.

Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called. Motion passed unanimously.

→ *Bill Payments 9-5-2022 & 9-19-2022*

Ms. Wilhelm requested a motion to approve the bill payments for September 5th totaling \$160,386.95, and for September 19th totaling \$170,990.68, subject to audit.

Motion by Mr. Thompson to approve the Bill Payments for September 5, 2022, and September 19, 2022, subject to audit. Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **SOLICITOR'S REPORT:** None

■ **ENGINEER'S REPORT:**

→1. *LD 17-02: PDC Machines – To Consider Maintenance Period Release*

Ms. Fountain recommended release of the remaining maintenance period escrow balance for LD 17-02: PDC Machines. She noted that a release inspection had been completed and all findings had been rectified.

Motion by Mr. Thompson to authorize release of maintenance period escrow balance for LD 17-02: PDC Machines.

Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

→2. *ORD 2022-05: Stormwater Management Ordinance Amendment – To Consider Authorization to Advertise*

Ms. Fountain presented ORD 2022-05: Stormwater Management Ordinance Amendment for advertisement. She explained that the proposed amendment would update the ordinance to reflect MS4 stormwater requirements per the DEP and several minor housekeeping items recommended by staff.

Motion by Mr. Thompson to authorize advertisement of ORD 2022-05: Stormwater Management Ordinance Amendment.

Second to motion by Mr. Cox. Mr. Cox invited comment or discussion. There being none, the vote was called.

Motion passed unanimously.

■ **OLD BUSINESS:**

Mr. Thompson thanked the Public Works Department for their great work on the Stony Road Widening Project.

■ **NEW BUSINESS:** None

■ **PUBLIC COMMENT:**

Dr. Michael Christansen of Meadowview Drive asked the Board to consider adding Meadowview, Park, and Wayne Drives to the 2023 Road Program.

■ **ADJOURNMENT:**

The September 19, 2022, Warwick Township Board of Supervisors' public meeting was adjourned at 7:26 p.m.

Respectfully submitted,



Becki Wilhelm, MPA
Assistant Township Manager

These minutes were approved at the
Board of Supervisors' meeting held 11/21/22